



*Anderson  
College  
Student  
Handbook*

*1963*

*1964*

**THIS HANDBOOK IS THE PROPERTY OF:**

Name\_\_\_\_\_

Address\_\_\_\_\_

It will be necessary for every student to have his own Handbook. One copy is given to the student. The second copy will cost \$1.00.

# ANDERSON COLLEGE

## *Student Handbook*

ANDERSON, SOUTH CAROLINA

1963 - 1964

## ALMA MATER

Dear to our hearts is our Alma Mater  
Loyal and true are we;  
Truest devotion till life is ended,  
Wholly we pledge to thee.

Tho' from thy halls far away we wander,  
Thoughts back to thee will fly,  
And tender mem'ries time cannot sever,  
Love that will never die.

Heaven's choicest blessings ever attend thee,  
Dear Alma Mater mine —  
No shadows harm thee, no fears alarm thee,  
Always the sunshine thine.

And tho' we leave thee, we'll never grieve thee,  
True to our trust we'll be;  
Our best endeavor, now and forever,  
Always to honor thee.

— Mrs. Charles Sullivan, Sr.

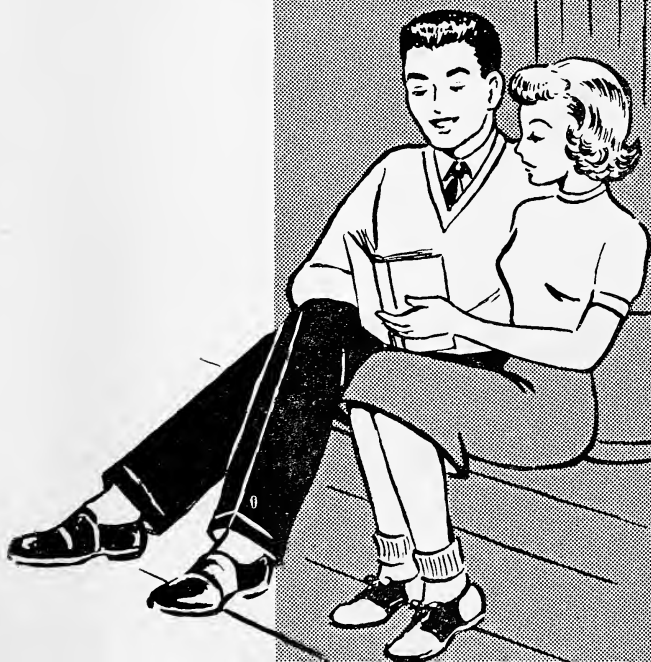
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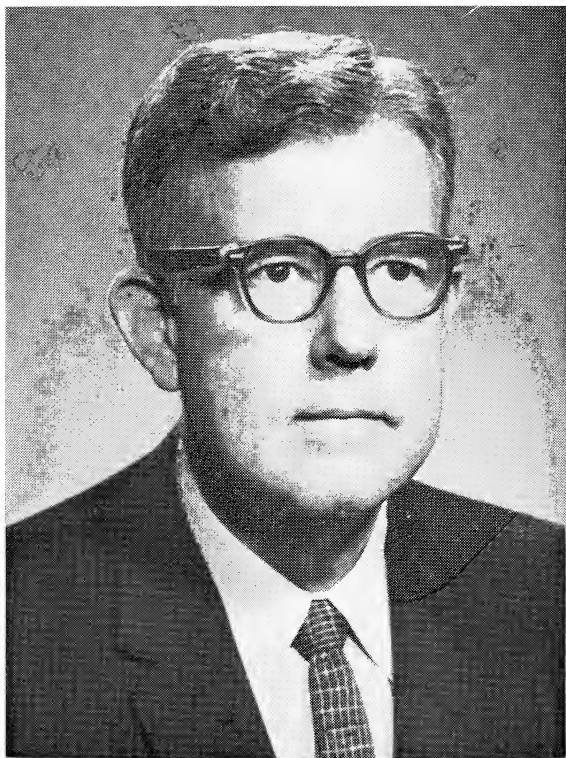
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*Anderson  
College  
General  
Information*





**JOHN EDWARD ROUSE, President**



## A WELCOME MESSAGE

### To be read by students and parents

The college administration, staff, and faculty extend a sincere welcome to all Anderson College students. To sophomores who will be returning for a second year, we are grateful for their cooperation during the past school session. To the new students coming to Anderson College for the first time for the 1963-64 school session, we wish to express genuine interest in the success of their college program.

Anderson College is owned, supported, and controlled by the South Carolina Baptist Convention. Since this is true, all efforts are made to present a high level program of Christian education, which comes to pass as well trained Christian teachers teach motivated Christian students in an atmosphere of reverence. It is always a pleasure to have fine dedicated and motivated Christian students as a part of the Anderson College student body.

A student has the right to enjoy his college life. This he will do if he selects the type college he wishes to attend. Not all students will be happy at Anderson College. Many students would enjoy more the freedom of a large university; however, those who wish to become a part of our college are welcomed and encouraged to fully participate in its many opportunities.

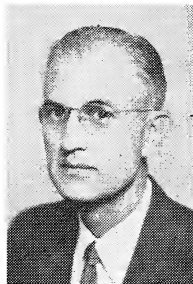
Within this handbook are included many of the college student regulations. All students planning to enter Anderson College are required to study carefully information contained in this book. Every student, Day and Resident, will be required to take an examination on the material contained in the Handbook. Students of a college carry much responsibility for the overall spirit of the campus. Parents are also urged to study this handbook carefully with the student.

Every student coming to Anderson College should bring with him a genuine Christian faith, a Bible to be read daily, and character which will cause him to form and follow the right habits.

J. E. ROUSE  
President



C. E. BUTLER  
Academic Dean  
and Registrar



W. E. TISDALE  
Administrative Assistant



MRS. VIRGINIA MILLER  
Dietitian



MRS. C. K. HOOVER  
Hostess



MRS. MURPHY BOLT  
Receptionist



MRS. ELIZABETH LEE  
Dormitory Hostess  
East Dormitory



MRS. HUNTER THOMPSON  
Dormitory Hostess  
West Dormitory

## **WELCOME FROM DEAN OF WOMEN**

Someone has said that never one thing and seldom one person, can make for a success. It takes a number of factors and persons—merging into one perfect whole. Surely this is a good thought for each of us as we enter a new year at Anderson College. In this merging we will oftentimes find difficult areas; but with some giving and some taking, we may achieve the balance in living together. We hope that you will feel a very definite part of the campus life and be able to make your own contribution for its success.

MILDRED B. KIRBY



MILDRED B. KIRBY

## **WELCOME FROM DEAN OF MEN**

Anderson College is an institution of Christian higher education which promotes intellectual, moral and physical growth. Students coming to our campus find commitment to these areas of development rewarding. The Anderson College student is a very special person, of whom much is expected from his home, his church, and his college.

It is my happy privilege to welcome you to our campus.

FRED C. METTS



FRED METTS

# ACADEMIC CALENDAR 1963-1964

## Summer School — 1963

First Session \_\_\_\_\_ June 5-July 10

Second Session \_\_\_\_\_ July 11-August 14

## Fall Session — 1963

Registration and Orientation \_\_\_\_\_ September 5-10

Mid-Semester Examinations \_\_\_\_\_ November 4-8

Thanksgiving Holidays

Begin \_\_\_\_\_ November 27-12 Noon

Classes Resume \_\_\_\_\_ December 2—8:00 a. m.

Christmas First Night \_\_\_\_\_ December 9

Christmas Holidays

Begin \_\_\_\_\_ December 14—12 Noon

## 1964

Classes Resume \_\_\_\_\_ January 2—8:00 a. m.

First Semester Examinations \_\_\_\_\_ January 13-17

Registration—Second Semester \_\_\_\_\_ January 20-22

Founders Day \_\_\_\_\_ February 14

Mid-Semester Examinations \_\_\_\_\_ March 16-20

Spring Holidays Begin \_\_\_\_\_ March 26—1:00 p. m.

Classes Resume \_\_\_\_\_ April 1—8:00 a. m.

May Day \_\_\_\_\_ May 2

Second Semester Examinations \_\_\_\_\_ May 21-27

Graduation \_\_\_\_\_ May 31

## DAILY SCHEDULE

(Monday through Friday)

### A. M.

6:45	Rising bell
7:00- 7:30	Breakfast
8:00- 8:50	First class period
9:00- 9:50	Second class period
10:00-10:50	Third class period (chapel period Tuesday and Thursday)
11:00-11:50	Fourth class period

### P. M.

Noon-12:50	Fifth class period
12:15- 1:10	Lunch (Students should schedule classes so as to leave either 5th or 6th period open for lunch)
1:00- 1:50	Sixth class period
2:00- 2:50	Seventh class period
3:00- 3:50	Eighth class period
5:30- 6:00	Dinner
5:50- 6:50	Recreation period
6:55	Warning bell
7:00- 9:30	Study Hall
10:30	Sign in time
10:35	Room check by Dormitory Hostess
11:55	Warning bell
12:00	Lights out
	Final check by proctor

## TRADITIONS

The Crook Party introduces the fall activities. At this party the tradition of the hiding of the Crook will be expalined.

The Christmas season is ushered in by Christmas First Night. Christmas carols are sung and played in the college dining room during the month of December. Before the Christmas holidays the college choir presents a Yuletide Concert.

Founders Day is observed on February 14. On this date in 1911 the charter of Anderson College was granted by the State of South Carolina.

The May Day Festival is given on the college campus early in the month of May.

## THE ANDERSON COLLEGE IDEAL

"A Healthy Christian Student doing his work honestly, accurately, completely, and happily," which means that he has:

1. Christian sense of values.
2. Integrity of character.
3. An abiding interest in learning.
4. A respect for human personality.
5. A healthy body.
6. Creative responsibility.
7. Accuracy in all things.
8. Appreciation of the beautiful.
9. Happiness in spirit.
10. Courtesy in manner.

The Anderson College ideal as an expression of the spirit of Anderson is held constantly before the minds of the student.

## HOW TO SUCCEED IN ANDERSON COLLEGE

Be alert.

Be kind.

Be humble.

Be on time.

Be industrious.

Eat no more than enough.

Sleep at least seven hours.

Study lessons as assigned.

Spend less than your income.

Be loyal to the administration.

Take physical exercise regularly.

Associate with wholesome companions.

Accept Christ as Savior and live as His subject.

## HISTORY

Anderson College traces its origin to one of the first institutions ever established for the higher education of women in the United States. This institution was an antebellum academy, the Johnson Female Seminary, opened in the village of Anderson in 1848. It is still remembered in the City of Anderson, and the names of many of the older families of the community are to be found in surviving class rolls of the old seminary.

During the Civil War, Johnson Female Seminary was forced to close, and subsequently the stress of the times prevented its reopening. But the spirit of educational enterprise lived on in the community, and in time a new generation of men and women arose to carry on where the old institution had left off. The outcome of their efforts is the present Anderson College. Its foundations were laid in 1911; and since its opening in the fall of 1912, it has held a place among the recognized colleges in the State of South Carolina.

### Transition to a Junior College

Anderson College, which since 1912 had functioned as a senior or four-year type college, assumed a new role in the educational program of the state by opening in September, 1930, as a junior college. The decision to reorganize as a junior college was made in 1929, and in that year the change was ratified by the Baptist State Convention, which sponsors and supports Anderson College.



# Organizations of Anderson College



## **RELIGIOUS ORGANIZATIONS**

### **Baptist Student Union**

The BSU is a distinctive student program promoted by the Southern Baptist Convention for Baptist students. However, any student is eligible to belong by (1) uniting with a Baptist Church in the College community, or (2) actively participating in his home church if he commutes daily to College, or (3) joining an organization of a local Baptist Church such as Sunday School, Training Union, Brotherhood, etc., or (4) joining a campus unit organization such as Ann Hasseltine Y. W. A., Church Related Vocations Group, Ministerial Association, or Missions Volunteer Group.

### **Canterbury Club**

The Canterbury Club is a volunteer association of Episcopal Students which has for its purpose the deepening of their faith in and their loyalty to our Lord Jesus Christ through study, discussion, and fellowship.

### **Wesley Fellowship**

The Wesley Fellowship is an organization open to all Methodist students on campus. The Fellowship sponsors programs twice a month, deputations, and socials. Sponsoring churches are St. John's Methodist Church and Trinity Methodist Church of Anderson.

### **Westminster Fellowship**

The Westminster Fellowship is a Presbyterian student organization. It is an arm of the Presbyterian Church reaching out to help prepare Presbyterian students for dedicated Christian living. Sponsoring churches for this group at Anderson College are First Presbyterian Church and Central Presbyterian Church of Anderson.

## **HONOR SOCIETIES**

### **Phi Theta Kappa**

In 1932 the Anderson College chapter, Beta Pi, was granted a national charter by the Grand Council of the Phi Theta Kappa. This junior college scholarship society,

corresponding to Phi Beta Kappa for four-year colleges, has chapters in numerous accredited junior colleges throughout the United States. A student to be eligible must rank in the scholastic upper ten per cent of the students enrolled in Arts and Science courses. Professor Henry von Hasseln holds an honorary membership in the Beta Pi chapter and is faculty sponsor of this chapter.

### **Alpha Pi Epsilon**

Alpha Pi Epsilon is a national honorary secretarial society for students of secretarial subjects. Its chief purpose is to raise the college-trained secretary to the status of the professional. The society stresses superior achievement in stenography and encourages its members to carry high ideals into business relations. The Sigma Chapter was organized at Anderson College in May, 1941.

### **Denmark Society**

Membership in the Denmark Society is limited to sophomores of outstanding character and achievement. Near the end of each year, sophomores who have maintained a high standard of Christian character, a constructive quality of service and leadership, and a maximum degree of individual scholarship are elected by the Faculty Committee to membership in the Denmark Society.

## **STUDENT PUBLICATIONS**

### **The Yodler**

The Yodler is the campus newspaper, published monthly or more frequently, by the students of Anderson College. The Associated Collegiate Press has conferred All-American rating on The Yodler for the twelfth time.

### **The Columns**

The Columns is the yearbook published by the students of Anderson College. It attempts to portray and record in permanent form the varied student interests.

## **PUBLICATIONS COMMITTEE**

The Publications Committee is composed of the following:

Academic Dean, Chairman  
Dean of Men  
Dean of Women  
Journalism Instructor  
S. G. A. President  
Editor of Columns  
Editor of Yodler  
Faculty Advisor of Columns  
Faculty Advisor of Yodler

This committee will receive application for the following staff positions of the Columns and Yodler.

### **COLUMNS:**

Editor  
Associate Editor  
Business Manager  
Sports Editor

### **YODLER:**

Editor  
Associate Editor  
Business Manager  
News Editor  
Sports Editor

Application forms for staff positions may be secured in the Dean's office. The application must be completed and returned to the Dean's office at a time designated by the Committee Chairman.

## **CLUBS**

### **Omicron-Iota Kappa**

Omicron-Iota Kappa is a club for Home Economic students which has as its aim development of initiative, leadership, and professional pride for students interested in this field. This club is affiliated with the National Home Economics Association.

### **Circle K Club**

The Circle K Club is sponsored by the Anderson Kiwanis Club and was organized at Anderson College in 1960 with a charter membership of fifteen. The Circle K motto is "We Build." The purpose of the club is to render service

to the college and community and to develop good citizens and leaders of the future. The membership of Circle K consists of male students of good character and scholastic standing who are officially enrolled at Anderson College. Each year the good sportsmanship trophy, given by the Anderson Kiwanis Club, is presented to the recipient by the Circle K Club.

### **Music Study Club**

All students taking applied music from any of the college instructors are automatically members. The club meets on the third Tuesday of each month at 4:30 p. m. in the drawing room for study and performance by members and guests. Attendance is required of music students.

### **Sketch Club**

Anderson College Sketch Club is an organization for those interested in drawing. Members do not have to be enrolled in the Art Department. On the submission of a sketch which meets the approval of the sponsor, a student is entitled to membership. The club has quarterly meetings and two parties.

## **OTHER ORGANIZATIONS**

### **The Anderson College Choir**

The Choir is unique in that it is both a class, giving credit, and a student organization. Made up of students selected by audition early in the fall session, the Choir is under the direction of the head of the voice department. Members agree when admitted to take no unexcused cuts at rehearsal or performance and to remain through Commencement for needed performances. Members value the learning of some 40 to 50 choral compositions from sacred and secular choral literature as a very enriching experience. Most of the selections are performed from memory. During the spring the Choir makes a tour, singing in high schools

and churches in South Carolina.

### **The Anderson College Players**

The Anderson College Players is the college dramatic organization. Its members, under a trained director, receive training in acting, directing, stage managing, and make-up. Bi-monthly meetings are held and public performances are given.

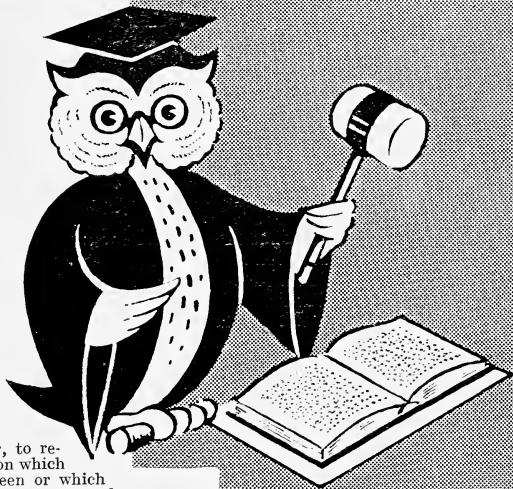
### **Anderson College Athletic Association**

The Athletic Association is a student organization that assists the Athletic Department in the promotion of certain student activities. These activities include the intramural sports program, parties, and recreational activities of a more leisurely nature.

Intramural athletics — The Physical Education Department supervises an intramural program in individual and team sports. All students are urged to participate in as many of these activities as is possible.

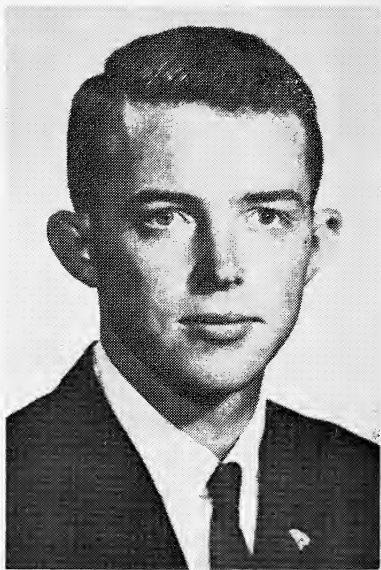
The activities are climaxed each year with the Spring Sports Banquet.

# Anderson College Student Government



## STUDENT COUNCIL OATH

I promise to perform to the best of my ability my duties as a student council member, to report any violation which I myself have seen or which has been reported to me, and not to divulge any matters that have been discussed in our meetings. I further promise to uphold the standards of our school at all times and always to be faithful to the Student Council.



**JIM McLEAN**  
**President, Student Government**

A student body president can do his best to make the Student Government Association a success, but he can not do this without the support of the Student Council, the student body, and the administration. They must not be pulling against each other but must be working for the same goal—the goal of making Anderson College a better place for higher Christian education



# **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF ANDERSON COLLEGE**

The Administration of Anderson College, believing that the welfare of the college will be advanced by the development of an efficient system of self-government among the students in all that relates to the conduct of the students individually and as a group, has entrusted to them a share in matters pertaining to student conduct, loyalty and honor.

The whole scheme of successful student government is based upon the idea of serious individual responsibility. Since the standards of the group can be no higher than those of each individual within the group, it is the duty of each student to strive to uphold the highest standards of conduct, loyalty and honor in all phases of college life.

## **Article I Name**

The name of this organization shall be the Student Government Association of Anderson College.

## **Article II — Object**

The object of the Association shall be to foster student interests and activities, to maintain high standards of scholarship and honor among students, to aid in administering regulations, and to transact business pertaining to the student body.

## **Article III — Membership**

Every student enrolled in Anderson College automatically becomes a member of the Student Government Association.

## **Article IV — Powers**

The powers vested in the Student Government Association constitute a privilege granted by the Administration. These powers shall be subject to revocation at any time at the direction of the President of the College.

## **Article V — Meeting**

The Executive Council shall hold regular monthly meetings.

## **Article VI — Executive**

Section 1. Council. The executive power of the Student Government Association shall be vested in the Executive Council.

Section 2. Officers. The Executive Council shall consist of the following officers:

President  
Vice-President  
Secretary-Treasurer  
President of B. S. U.  
Chairman of Men's Council  
Chairman of Women's Council  
President of A. C. A. A.  
President of the Sophomore Class  
President of the Freshmen Class.

Section 3. Duties. a. The duties of the Executive Council shall consist in the promotion of scholarship, honor, and student activities on the campus.

b. Any member of the Council missing two meetings of the Council without excuse (permission obtained in advance) may be relieved of his or her position.

## **Article VII — Legislative**

The legislative power shall be vested in the Student Government Association as a whole, Student-Faculty Committee and the Administration. Amendments to the Constitution may be proposed in writing by fifty (50) members of the Association. After approval by the Student-Faculty Committee and after two weeks of consideration, the Association may adopt amendments by a two-thirds vote of the entire membership.

## **Article VIII — Duties of The Officers**

Section 1. The President.

a. Shall preside at the meetings of the Student Government Association and the Executive Council.

b. Shall act as representative of the Student Body.

c. Shall serve on the Student-Faculty Committee and the Nominating Committee.

- d. Shall appoint the necessary student committees.
- e. Shall serve as chairman of the Sophomore Class until the Class President is elected.

#### Section 2. The Vice-President.

- a. Shall perform the duties of the President in his or her absence or at the request of the President.
- b. Shall promote social standards.
- c. Shall serve as chairman of the Freshman Class until the election of the Class President.

#### Section 3. Other Members of the Executive Council.

- a. The President of the B. S. U., President of the Sophomore Class, President of the Freshman Class, President of A. C. A. A., Chairman of the Men's Council, Chairman of the Women's Council represent the groups which they head.

#### Section 4. The Secretary-Treasurer.

- a. Shall carry on the correspondence of the Student Government Association.
- b. Shall keep a record of all proceedings of the Student Government Association and the Executive Council.

### **Article IX — Women's Council**

Section 1. Officers. The Women's Council shall consist of the following officers:

Chairman  
Vice-Chairman  
Secretary  
House President, East  
House President, West  
Proctors: Four in each dormitory  
Day Student Representative

Section 2. Elections. The above officers shall be elected in the following manner.

- a. Two names for each office shall be placed in nomination by the Student-Faculty Committee.

b. Women boarding students shall elect those pertaining to dormitory life. (These include all of the above except the day student representative.)

c. Women day students shall elect a student for day representative.

### Section 3. Duties of Officers.

#### a. Chairman

1. To preside over all meetings of the Council.
2. To apportion duties to Council Members.
3. To exercise general supervision over all dormitory regulations.
4. To keep dormitories following similar schedules and regulations.
5. To serve as a member on the Executive Council of Student Government Association.

#### b. Vice-Chairman

1. To perform the duties of the Chairman in her absence.
2. To inform students of restrictions and penalties imposed by the Women's Council.

#### c. Secretary

1. To preserve a written record of all meetings of the Council.
2. To post restrictions and other penalties.
3. To keep a permanent file of all penalties.
4. To carry on all correspondence of the Council.

#### d. House President

1. To preside over all dormitory meetings.
2. To exercise general supervision on her dormitory halls.
3. To make assignments to proctors.
4. To meet weekly with proctors.

#### e. Proctor.

1. To carry out all duties assigned her by the House President.
2. To check rooms five minutes after the ringing of the bell for study hour and to report any

violations to the House President.

3. To meet once a month with the Council.
4. Any proctor who is absent from her section for any length of time or who is unable for any reason to perform her duties shall secure a substitute and shall report the name of the latter to her House President.
5. One of the four proctors in each dormitory shall be designated to serve also as a Safety Marshall.

#### Section 4. Meetings.

- a. The Women's Council shall meet weekly and at other times as deemed advisable by the Chairman of the Council.
- b. Dormitory meetings shall be held monthly and at other times as deemed advisable by the House President.
- c. Meetings of all Women boarding students shall be held monthly, presided over by Chairman of Women's Council.

### **Article X — Men's Council**

Section 1. Officers. The Men's Council Officers shall be as follows:

Chairman  
Vice-Chairman  
Secretary-Treasurer  
Day Student Representative  
House President (South Dormitory)  
House President (North Dormitory)  
Floor Manager  
Floor Manager  
Floor Manager

Section 2. Elections. The above officers shall be elected in the following manner:

- a. Two names for each office shall be placed in the nomination by the Student-Faculty Committee.
- b. Men boarding students shall elect those pertaining to dormitory life. (These include all of the above except the day student representative.)

- c. Men day students shall elect a student for day representative.

### Section 3. Duties of Officers.

- a. Chairman
  1. Preside at the meetings of the Council.
  2. Impose penalties for violation of College rules.
  3. Serve as fire marshall.
- b. Vice-Chairman
  1. Perform all duties of the Chairman in case of the inability of that officer to do so.
  2. Impose penalties for violation of College rules.
  3. Serve as fire marshall.
- c. Secretary-Treasurer
  1. Keep a record of all proceedings of the Council Meetings.
  2. Impose penalties for violation of College rules.
  3. Serve as fire marshall.
- d. House President
  1. Preside at meetings and social functions that pertain to his dormitory.
  2. Impose penalties for violation of College rules.
  3. Serve as fire marshall.
  4. Coordinate disciplinary matters in dormitory.
- e. Floor Manager
  1. Help promote fellowship and social activities.
  2. Impose penalties for violation of college rules.
  3. Serve as fire marshall.

## Article XI — Election Procedures

### Section 1. Elections.

- a. All elections shall be conducted by the Student Government Association.
- b. Elections shall be held in this order:  
Student Government Officers  
Religious Organizations  
A. C. A. A.  
Clubs  
Class Officers (in the fall)

## Section 2. Eligibility.

a. A student must have a "C" average to be eligible for nomination— this grade to be based on the preceding semester's report.

b. A student must be in good standing with Student Government Association.

c. All officers shall be rising sophomores except the Freshman Class President.

d. All nominees shall be checked by the point system as outlined in the Handbook.

e. Nominees shall be dedicated to upholding the policies of the college.

f. In the event that the President is a man, names of eligible women candidates already nominated for President and Vice-President will be submitted to the student body as nominees for Vice-President. One who has already run for President will be eligible to run over for the office of Vice-President.

In the event that the President is a woman, the Vice-President shall be a man, with nominees chosen in the above stated manner.

## Section 3. Elections.

a. The election of officers except for Presidents of the classes for a school term shall be in the month of March.

b. Election of Freshman Class President shall be held following clearing of mid-semester grades during first semester.

c. Sophomore Class President shall be elected the first week in October.

d. A single majority shall be required when there are more than two nominations for an office.

e. Proctors for Women's Council shall be appointed by the Women's Council with approval of Student-Faculty Committee. This appointment shall take place two weeks following the Installation of the Women's Council.

## Section 4. Nominations.

a. The President, Vice-President and Secretary-Treasurer of the Student Government Association shall be nominated by secret ballot and submitted to Student-Faculty Committee

for approval.

b. Two names for each office shall be submitted—the two receiving the highest number of votes shall be considered nominated.

c. The members of Women's Council and Men's Council shall be nominated by the Student-Faculty Committee—two names for each office to be filled.

d. The President of the Student Government Association shall act as Chairman for the Sophomore Class until a Class President is elected.

e. The Vice-President of the Student Government Association shall act as Chairman of the Freshman Class until a Class President is elected.

f. Two persons shall be nominated by secret ballot for each class office.

g. Opportunity for campaigning for office shall be provided under the supervision of the Dean of Women and Dean of Men.

### **Article XII — Installation**

A public installation service for all Student Government Officers shall be held before the entire student body as soon as elections are completed.

### **Article XIII — Vacancies**

Handling of vacancies occurring during the school term shall be left to the discretion of the Student-Faculty Committee.

### **Article XIV — Student-Faculty Committee**

Section 1. The Student-Faculty Committee shall be composed of the Dean of Women; the Dean of Men; the Dean of the College; the Administrative Assistant; the President, the Vice-President, and the Secretary of the Association; two members of the Faculty; and two of the student body elected by the above members of the Committee.

Section 2. The Committee shall consider problems and policies of the college. Any student or faculty member may request consideration of any matter by the Committee.

Section 3. The Committee shall be subject to called meetings at any time.



Section 4. Cases of discipline involving major offenses must be referred to this committee.

Section 5. Matters of an unusual nature may be brought to the exclusive attention of the faculty of this Committee.

Section 6. The President of the College is Ex-Officio, and all action shall be subject to his approval or veto.

### **THE HONOR CODE**

Self-Government can be successful only when founded on personal honor. Personal honor requires that every student act honorably in academic work as well as in every other phase of college life. It is the duty of every student to uphold the ideals and regulations of the College through his or her own personal conduct. A student is bound by his personal honor to report to the Student Council any violation which he has committed or has witnessed.

### **THE PENALTY SYSTEM**

To aid in the administering of regulations, a system of penalties has been set up by which the Student Council determines with the aid of the Student-Faculty Committee, the punishment for infraction of rules. It is the duty of every council member, dormitory hostess, and all staff and faculty members to hand to the Student Government a written report concerning any student whom they see violating any regulations.

At the beginning of the year the Handbook, including the penalty system, will be carefully explained to the students. After a thorough study, a comprehensive test will be given to make certain that the rules are understood.

Penalties are accumulated during a semester, then dropped at its conclusion. Ten penalties constitute a demerit. Parents are notified when the student receives one demerit. After accumulating two demerits, the student must appear before the Council; a week's restriction will be imposed and parents notified. Permanent records will be kept only when two demerits have been received.

In order to prevent careless infraction of the rules and regulations during the last two weeks of each semester, the penalty system for these weeks will be under the care and responsibility of the College Administration.

## ANDERSON COLLEGE

### Penalty System

Key: M—for Men only; W—for Women only;  
MW—for both Men and Women.

#### Misdemeanor

#### Penalty

Failure to sign in on time W\_\_\_\_\_1 penalty for first 3 min.  
1 penalty for each minute thereafter until 10.  
Restriction determined by lateness.

Failure to sign in W\_\_\_\_\_2

Failure to sign out W\_\_\_\_\_2 to 4

Improper sign-out procedure W\_\_\_\_\_minimum of 4

Failure to notify hostess when not returning to campus as  
signed out W\_\_\_\_\_1 demerit and weekend restriction

Leaving campus with group and returning alone W weekend  
restriction and loss of dating privilege during week

Failure to be in room for room check or during  
study hall without permission W\_\_\_\_\_minimum of 3

Out of room after 11 p.m. W\_\_\_\_\_6

Excessive noise from 7 to 11 p.m. W\_\_\_\_\_minimum of 4

Noise after 11 p.m. W\_\_\_\_\_minimum of 5

Lights on after 12 p.m. W\_\_\_\_\_minimum of 5

Untidy room in dormitory W\_\_\_\_\_1 to 5

Improper dress women W\_\_\_\_\_minimum of 1

Improper table manners M W\_\_\_\_\_minimum of 2

Misconduct in building or on campus M W\_\_\_\_\_minimum of 2

Breaking rule on use of cars M W\_\_\_\_\_minimum of 5

Sitting in cars on campus, talking to boys in cars or loitering  
in the boys' smoking area W\_\_\_\_\_minimum of 3

Failure to attend church worship service Sunday morning or  
any required program M W \_\_\_\_\_4

Visiting patients in infirmary without nurse's  
permission M W \_\_\_\_\_3

Breaking line in dining room M W \_\_\_\_\_2

Chewing gum in dining room or chapel M W \_\_\_\_\_1

Breaking Infirmary Regulation 5 M W \_\_\_\_\_3

Taking food (except fruit) from dining room M W \_\_\_\_\_2

Taking food or bottled drinks into gym M W \_\_\_\_\_2

Day students in dormitory room without permission  
of hostess W 5 each—day and boarding students

Excessive noise at any time, running through halls,  
slamming doors W \_\_\_\_\_2 to 4

Lights or radios left on after student has left  
room W \_\_\_\_\_1 to 4

Using telephone longer than 5 minutes M W \_\_\_\_\_minimum of 2

Bottles not returned to racks M W \_\_\_\_\_1 penalty each incident

Any waste (paper or other) not cleaned  
up M W \_\_\_\_\_2 each incident

Abuse of equipment M W \_\_\_\_\_minimum of 4

Poor attitude M W \_\_\_\_\_minimum of 5,

Student in area where he or she is not  
supposed to be M W \_\_\_\_\_minimum of 5

Men smoking in restricted areas M \_\_\_\_\_5

Men not properly groomed M \_\_\_\_\_4

Improper dress for men M \_\_\_\_\_4

If penalties are not listed for a particular misdemeanor,  
they will be determined by the Student Council.

## MAJOR OFFENSES

**Major offenses** will be brought before the student-Faculty Committee for a decision. One may be suspended for the first major offense:

1. Stealing
2. Lying
3. Cheating
4. Deliberately leaving dormitory at any time without proper sign out procedure.
5. Use or possession of alcoholic beverages.
6. Breaking of a restriction imposed by Student Council.
7. An accumulation of eight demerits.

Any student receiving as many as six demerits is advised to withdraw from the college in order to avoid suspension.

# *Administrative Regulations*

OFFICE



## **GENERAL ACADEMIC REGULATIONS**

### **Registration and Orientation**

Each student will receive instructions concerning his time of arrival on campus. Each student will make his initial payment to the business office upon arrival at the college.

The student will receive a matriculation card at the business office. The student will report to the Academic Dean's office with the matriculation card.

An identification card with registration number, faculty advisor's name and chapel seat will be given to the student at the Dean's office. The student will next report to his faculty advisor to work out a tentative schedule.

The registration for classes will follow the outline mailed to all students. The registration procedure for classes is completely outlined in these instructions.

Class changes and late registration will be permitted for two weeks after the date of registration. These dates are September 24 and February 5. All changes in registration must be approved by the Registrar. There will be a late registration fee of \$10.00 for all students not registering as scheduled.

Special Note — Any student having spent four regular semesters at Anderson College must have the approval of the administration before he is permitted to return for an additional semester.

### **Procedure for Dropping a Class**

A drop slip will be secured from the Registrar. A charge of \$1.00 must be paid at the business office for changes after the late registration date, unless the change is made at the initiative of college authorities. The drop slip will be signed by the professor and returned to the Registrar's office.

A subject dropped after the middle of the semester is recorded as a subject failed if the grade is below passing at that time. A subject dropped by excessive absence will be recorded as a failure.

### **Requirements for Graduation**

Requirements for graduation with the Associate of Arts

Degree or the Secretarial Diploma are sixty-four semester hours of college work and a corresponding number of quality points.

Requirements for the one year Secretarial Science Certificate are 32 semester hours and 32 quality points. A "C" average or above on all shorthand, typing and accounting courses is also required.

### **Grades**

At the end of each semester, the grades of each student are sent to the Registrar's office by the instructor, recorded on the permanent records of the college, and reported to the parent or guardian of each student. Parents are earnestly requested to examine these report cards and co-operate in every way possible with the college in order to strengthen points of weakness and deficiency. Parents can render valuable assistance by a hearty, sympathetic co-operation.

A, B, C, and D are passing grades; F means failure.

The semester grade represents all the work of the student in the course concerned, including daily recitations, special tests, and the final examination.

### **Grading System**

The following table shows the number of quality points per semester hour credit for each grade:

Grade	Numerical Grade	Points per Credit
A	100-95	3
B	94-89	2
C	88-80	1
D	79-70	0
F	Below 70	0

Persons withdrawing from classes will be given:

**W** — Withdrawing before mid-semester examinations

**WP** — Withdrawing while passing after mid-semester examinations

**WF** — Withdrawing while failing after mid-semester examinations

## **Requirements for Honors**

Any student who maintains an average of 2.50 quality points for each semester hour of credit for the entire course of study shall be granted his diploma Cum Laude; any student who maintains an average of 2.75 quality points for each semester hour of credit for the entire course of study shall be granted his diploma Magna Cum Laude; and any student who maintains an average of 2.95 quality points for each semester hour of credit for the entire course of study shall be granted his diploma Summa Cum Laude.

**Dean's List** — At the end of each semester, all students having a grade point ratio of 2.5 will be named to the official Dean's List; all students with a grade point ratio of 2.0 and no grade below a "C" will be recognized but not named to the official Dean's List.

**Honors and Awards Day** — Honors and Awards Day will be held sometime during May. Each department may nominate students to be recognized for doing outstanding work during the year.

## **Tests and Examinations**

All classes are examined at the close of each semester. The examinations will be given as scheduled. No examination is to exceed two hours in duration. In addition to these regular examinations, class tests are conducted at such times as the instructor in charge may see proper.

Permission to make up tests must be received from the Dean in consultation with the instructor.

No student may be exempt from examinations by any teacher and no teacher may hold an examination out of the scheduled time.

A sophomore who has any condition on the work of the second semester will be given an opportunity to remove the condition. For such examination a fee of \$2.00 is paid. A condition on a semester's work in any course may be removed at the discretion of the instructor by a second examination at the appointed time for re-examination. If the examination is satisfactory, the grade is raised to a passing grade, but no higher. If the examination is unsatisfactory, the student will be required to repeat the subject.

Permission to make up final examinations which have been missed will be given only in case of serious emergency



and must be approved by the Academic Dean.

### **Honor Pledge**

Each student will sign the following pledge when completing a test or examination: "I have neither given nor received aid on this test."

### **Class Attendance**

Regular and prompt class attendance is expected of all students. The following regulations concerning class attendance are enforced:

No student shall receive credit in a course from which he has been absent for more than one-fourth of the time for which the class was scheduled. This includes all absences, excused, unexcused, etc. No student will be admitted to a class after the second week of the semester. Students entering late must make up the work which their classes have already completed.

Parents are asked not to withdraw or detain students from any academic duty, except for reasons approved by college authorities. Application for special exceptions growing out of emergencies in the family of the student must be made by the parents.

Students will have as many absences as there are credit hours per course. For example, in a three semester hour course, the student may have three absences for any purpose—sickness or any other reason. This will be three absences in biology theory and one in biology laboratory. There will be no further absences without excuse. If, then, a student is absent more than three times, his absence must be excused or he must drop the course. Students will not be allowed to make up an announced test unless the absence is excused.

The following excuses for absences are permissible under the regulations of the faculty:

1. Personal illness, certified by the college infirmary, parent, or physician.
2. Marriage or death in the immediate family.
3. Critical emergency in the immediate family.
4. Leave of absence to represent the college officially.
5. Field trips which necessitate absence from other classes.

## **Procedure for Explaining Absences in the Excess of the Unexcused Absences**

The student must bring a written statement from the doctor, nurse or parents to the Dean's office.

A class absence excuse will be given the student by the Dean. All classes missed will be listed on the excuse. The excuse will be taken to the teacher of the class or classes missed and be signed when the absence is excused by the teacher. The excuse is returned to the Dean's office.

This class absence explanation must be made within one week after the absence has occurred.

## **Withdrawal from College**

Students who wish to withdraw from the college at any time other than the end of the semester are required to file a withdrawal form with the Registrar. Any student who withdraws from the college without notifying the President or the Registrar suspends himself. This means that he will not be allowed to re-enter college, and all grades will be recorded as a "F".

Any student having been enrolled at Anderson College and who has ceased to be enrolled is asked to absent himself from the campus and all campus activities until the end of the current school year.

## **Classroom Regulations**

Students are required to attend all sessions of the courses for which they are registered. Should a student be absent four times from a three semester hour course, he will be dropped from the class roll and asked to meet with the Registrar to show reason why he should be re-admitted to class.

Students who are absent from the class 25 per cent of the class sessions cannot receive credit for the course. Three tardies constitute an absence. An absence before or after a holiday will count as a double absence.

## **Faculty Advisors**

All students will be assigned to a faculty member for counseling and advice. The advisor will assist in scheduling and in other problems that the student may encounter. Students should feel free to contact their advisors at all times.

## **Academic Probation**

The status of academic probation allows certain students to be in college who would otherwise be denied this privilege. This probation is based on the high school record of freshmen, the previous semester's record at Anderson College and SAT scores.

Students on academic probation must do satisfactory work the first semester to be allowed to register for the second semester. At the end of the first semester the grades of all students having been admitted on academic probation will be reviewed by a special Faculty Committee, in order to determine the status of such students for the second semester. Final disposition of all students on academic probation will be determined by the committee.

As a general rule, students on academic probation may not be permitted to participate in extracurricular activities. Students on academic probation are permitted only one class or chapel excuse except for emergencies. They may not represent the college in any contest, athletic or otherwise, or appear on any public program of the college or any of its organizations, unless they receive approval from the committee.

The committee will review the grades of all students on academic probation at the mid-semester. Those having a "C" average will have their probations removed at mid-semester.

## **Eligibility to Remain in College**

A student completing a semester's work at Anderson College must have nine quality points to be permitted to enroll for second semester. A student completing two semesters at Anderson College must have 18 credit hours and 18 quality points. This includes all students, academic probation and otherwise. This means that a student on academic probation to be allowed to return to Anderson College second semester must have nine credit hours and nine quality points. Again the final disposition of all students will be determined by the academic committee.

In the event that a student does not have 18 credit hours and 18 quality points at the end of second semester, it will be possible to earn enough credits and quality points

at summer school to become eligible to return next year. By special permission only will students be allowed to return for a fifth term (third year). This is exclusive of summer school.

### **Classification**

A student must have a total of 24 semester hours credit and at least 24 quality points to be classified as a sophomore.

All students with fewer credit hours or quality points will be classified as freshmen.

### **Remedial Courses**

Some students will find that it is necessary to take some remedial work in English and math. Remedial English will meet five days per week instead of the usual three days. Three credit hours will be given for this course. There will be an additional charge of \$20.00 for Remedial English.

Math 10 (Remedial Algebra) will not carry any college credit. This course will meet three days per week. This course will be charged the same as a three-hour course.

### **Normal Academic Load**

The normal academic load at Anderson College is 16 semester hours excluding physical education. Some few students may be permitted to carry more than the normal load. There will be an additional charge of \$10.00 per credit hour for all credits above 17 excluding physical education.

### **Extra Curricular Activities**

Nights out, choir tour, and other such activities require a "C" average. Grades will be received at the close of each reporting period, that is, mid-semester and the end of the semester. A "C" average means that all credit courses will be included, and a student to have a "C" average must have as many quality points as credit hours carried.

### **Physical Education**

All boarding students, both men and women, are required to take physical education. This course will carry one semester hour credit. If the student plans to transfer

to a senior college that requires two years of physical education, it is to his advantage to take physical education during his freshman and sophomore years at Anderson College.

## **REQUIRED MEETINGS**

### **Chapel**

All students are required to attend chapel on Tuesday and Thursday at 10:00 a.m. The fourth period class on Saturday will meet at 10:00 a.m. and the fifth period will meet at 11:00 a.m.

Absences from chapel will be excused on the same basis as class absences. A maximum of two unexcused absences from chapel will be permitted each semester. Tardies are counted as absences. A student who accumulates more than two unexcused chapel absences is subject to suspension from the college and must appear before the Chapel Committee.

No loitering in halls, colonnades, lounges, parlors, or on the campus will be allowed during chapel time. Any student taking a chapel cut will be expected to wait or study in the classroom in which his last class was held or in which his next class will be held. Resident students will be asked to remain in their rooms. Offices will be closed during chapel.

### **Church Attendance**

Since our primary concern is the education of Christian students, it is assumed that all resident students will attend the church of their choice each Sunday. If a student fails to attend church regularly, he or she will be called to account, and may be asked to transfer at the end of the current semester.

Sunday morning worship is required of all resident students. Churches in Anderson are very friendly and eager to make one feel at home.

### **Other Required Events**

Meetings of freshman and sophomore classes are required.

Boarding Students are also required to attend Crook

Party, Sophomore-Freshman Reception, President's Reception, Christmas First Night, Founders Day Exercises, Faculty Recitals, Graduating Recitals, Anderson Concert series, and designated plays and programs.

## INFIRMARY REGULATIONS

1. Students who need medical care will report to the infirmary as soon as possible.

2. Students coming to the infirmary for an overnight stay must notify the dormitory hostess or the dean of men before coming.

3. No meals will be served in the dormitory rooms. Sick students must report to the infirmary.

4. Students must report to the infirmary for medication. No medication will be sent to the rooms.

5. Resident students are expected to use the college doctor and appointment must be made through the college nurse. The student must be accompanied by the college nurse, or a person designated by the nurse. This includes any doctor or dentist.

6. In case the student has to be taken to the hospital or surgery, his parents will be notified immediately.

7. A student needing a tooth extracted must first have permission from the parents.

8. Class excuses from the nurse will be given for those students who stay in the infirmary, but not to those who remain in their rooms during an illness.

9. The nurse is not responsible for medicine taken in the dormitory room, nor for continued treatment prescribed prior to the student's admission to the college. In case of need for continued treatment, the nurse and a local doctor should be consulted.

10. Visiting hours in the infirmary will be from 3 p.m. to 5 p.m. with permission from the nurse. Men students are not permitted to visit women staying in the infirmary, or women students to visit men in the infirmary.

11. Office hours:  
8 a.m. to 12 noon  
1 p.m. to 2 p.m.

6 p.m. to 7 p.m.

Students are urged to go to the infirmary at stated hours insofar as possible.

12. Prescription drugs and expensive bandages for sprains, etc., will be paid for by the students.

13. The special student insurance policy does not pay for doctor's calls. Students are responsible for doctor's services. Routine infirmary illnesses are not charged to the student.

14. A student may not call a sick student's parents or relatives, or her own or his own when sick without permission. In case of illness, students are requested to confer with the nurse and the Dean of Men and/or Dean of Women—who if advisable or necessary, will notify parents of the illness.

### **LIBRARY REGULATIONS**

1. The library is open Monday through Friday, 8 a.m.-5 p.m., 6:30-9:30 p.m., and Saturday 8 a.m. until noon; it will be closed on Sundays, college holidays, and evenings of required entertainments.

2. The library may be used by all members of the college community. Students are asked to identify themselves by use of their identification cards on entering the library.

3. Books, except reference books may be checked out for two weeks and may be renewed once for the same period.

4. Books placed on reserve at the request of faculty members may be checked out at closing hours to be returned by 8:30 a.m., the following school day. Those placed on strict reserve will be marked "Library use only" and may be used only in the library. Students are required to sign for those reserved books to be used in the library.

5. Students keeping a reserved book overdue will be fined \$1.00.

6. The following fines will be charged for regular books overdue: two-week books, 2 cents per day; if overdue books are not returned after two notices to the student,

the book will be charged to that student's account.

7. Magazines and newspapers will be used in the library only, but newspaper clippings will be kept if request is made to the desk attendant.

8. Recordings are for library use only, and only the records belonging to the library may be used in the music center.

9. Each borrower is held responsible for books and materials checked out in his name, and fines due the library must be paid in full before the student is entitled to take semester examinations or to receive a transcript of credit.

10. In case of very special need, the library may be kept open on any particular Saturday afternoon by appointment if request is made to the librarian not later than noon on Friday.

### **BOOKSTORE**

1. Hours:

Monday through Friday	8:30 a.m. until 3:30 p.m.
Saturday	8:30 a.m. until 11:00 a.m.

2. No charge accounts will be permitted.

### **CANTEEN**

1. Hours:

Monday through Friday	8:00 a.m. until 3:30 p.m. 5:50 p.m. until 6:50 p.m.
Saturday	8:00 a.m. until 11:00 a.m.

2. No charge accounts will be permitted.

3. The Lost and Found department is in the canteen.

4. Stamps are on sale during the above hours.

### **MUSIC DEPARTMENT**

1. Practice rooms are assigned by the Music Department to students studying Applied Music with one of the college instructors.

2. Auditorium pianos and organ are never used except by express permission of the Chairman of the Music Department.

3. Leaders of organization desiring "Special" music for meetings, etc., are asked to make these requests to the



Chairman of the Music Department so that the requests may be channeled to the instructor and student(s) involved. Please make these requests far enough ahead so that good preparation may be made for an as worthy and appropriate performance as possible.

4. The Music Building is for the use of students studying applied music with one of the college instructors. Students will come for an assigned lesson, practice period or conference. They will sign in upon arriving and sign out upon leaving with the time recorded. These books will be available to the administration or Student Council upon request. This building is considered "on campus" and all campus rules will be observed.

### **DRAWING ROOM PIANO**

Drawing room Chickering Grand piano is used under the supervision and permission of the College Hostess for approved functions meeting in the Drawing Room.

### **STUDENT CENTER-GYMNASIUM**

1. Neither the ground floor nor the third floor shall be used for socializing by dating couples at any time.

2. No women students shall use the ground floor nor the hall near the men's locker room except to go directly to and from class. Exception: work grant students having business in that area and night students.

3. No bottled drinks nor food of any kind are to be taken into the gymnasium or the front lounge.

4. The front lounge or canteen may be used for any function which requires the serving of food.

5. Student Center-Gymnasium Building will be open for use of students afternoons, Monday-Friday from 4:00-6:50 p.m.; Saturday afternoon 1:00-5:00 p.m.; and Saturday evening 7:00-10:00 p.m. During these hours a hostess is on duty in this area.

6. Dating may be in the Student Center following regular procedures for dating during the hours a hostess is on duty.

7. On Saturday evening students will confine every activity to the one floor, canteen, gym, and recreation area.

Both women and men will use the lounges on this floor. No traffic on the other floors Saturday evening except when there are athletic events.

8. The hall by the post office is a passage way and must be used as such at all times. No loitering in this area is permitted at any time. Watching activities in the gymnasium from the windows in this hall is not allowed.

9. Whenever the Student Center is not in use, it will be locked and students should not expect to use it at these times.

10. Women students using the Student Center-Gymnasium Building on Saturday evening other than with a date, must sign out with another student and enter the building from the front entrance and not through East Dormitory. No traffic on these floors of the Student Center-Gymnasium on Saturday evening.

11. Scheduled games, parties, and activities by college organizations have priority over any other use of the Student Center-Gymnasium.

12. Other regulations for the use of the Student Center-Gymnasium Building are posted on the bulletin boards. Watch for schedule changes on these boards.

## **WORK GRANTS**

1. Students may make application for work in the college dining room, library, switchboard, certain offices, and other assignments.

2. Pay for such work is on an hourly basis, and is applied to college expenses.

3. Students work under the supervision of a designated faculty or staff member. Those who accept work grants are under obligation to fulfill their duties faithfully throughout the session except for unusual circumstances such as serious physical or academic problems.

4. Application forms for work grants may be obtained from the Registrar's office and from the President's secretary. Applications should be sent to the office of the Administrative Assistant.

## ACTIVITIES POINT SYSTEM

During the year no student may hold office or participate in extracurricular activities for which the total number of points is more than five. Exceptions to this rule are permitted only by permission from the Faculty Committee.

### Student Government Association

President	4
Vice-President	2
Secretary-Treasurer	2
Chairman Men's Council	3
Chairman Women's Council	3
House President	3
Representatives	1
Proctor	2
Council Member	1

### Religious Organizations

President B S U	3
Vice-President B S U	1
Secretary B S U	1
President of other religious organization	2
Cabinet Members	1

### Anderson College Athletic Association

President	2
Vice-President	1
Secretary-Treasurer	1
Member of a team	1
Cheer Leader	1

### The Yodler and The Columns

Editor-in-Chief	3
Associate Editor	3
Business Manager	2
Staff members	1

### Class Officers

President	2
Other class officers	1

### College Choir

President	2
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### Clubs

President	2
Other officers	1

### Dramatics

Participant or assignment in a production	
Major	2
Minor	1

## **SOCIAL REGULATIONS**

### **General Conduct**

1. A student is expected to show both while on campus and away from campus a respect for order, morality, personal honor and the rights of others.

2. The administration may at any time request the withdrawal of a student whose conduct or general influence is considered harmful, even though no specific charges be made.

3. Students guilty of improper socializing or improper display of affection may be asked to withdraw from college immediately. Display of affection in public does not reflect Christian culture.

4. Deliberate damage of college property is considered a serious offense.

5. Students should be reminded that turning in a false fire alarm is subject to legal action, as well as to suspension from the college.

6. Behavior in the front parlor and foyer is expected to be formal and decorous. Sitting on the red carpeted stairs is prohibited.

7. Students must not lean out of or sit in the windows of rooms at any time or talk from the windows to anyone outside.

8. No gum chewing in the auditorium or in the dining room.

9. There will be no card playing in the canteen, colonnades or other public places.

10. The South Carolina Baptist Convention, as a convention, is opposed to its educational institutions sponsoring or promoting dances. Anderson College women, with special permission from home and full responsibility being assumed by the parents, may be away from the college in order to attend some special occasions where there is dancing. Escorts will call for and return with their dates.

11. Kingsley Road is off limits for women students.

12. Books and other reading material are not to be taken to chapel.

### **Conduct in Dining Room**

1. Dining room etiquette calls for quiet, inconspicuous

behavior. Rowdy or boisterous conduct is out of order.

2. Students are expected to line up outside the dining room door, making two lines and leaving the center aisle open with no sitting on the steps in this section.

3. Everyone is asked to leave the dining room immediately following meals. No lingering to talk as work grant students have classes to meet.

4. No food except fruit may be carried from the dining room.

5. Only students working in the dining room are permitted to eat early.

6. Students must remain in their places in the line. Students must not break lunch line without permission of the dietitian.

7. Students not eating in the dining room will not be permitted to visit in the dining room during meal hours.

8. No records are to be played in the dining room except those designated for this purpose.

9. All students living in the college dormitories are required to take their meals in the college dining room.

10. Day students wishing to take the noon or evening meal in the college dining room, may do so with the approval of the administration.

11. Students wait in line until the dietitian gives the signal for the door to open and the lines to enter.

## **SMOKING BY WOMEN STUDENTS NOT ALLOWED**

### **Special to Parents and Students**

Women known to be smoking will be warned on first offense and parents will be notified. On second offense women will be suspended from college.

#### **Men are allowed to smoke only in designated places:**

1. In the men's dormitory.
2. In Men's lounge on ground floor of gymnasium.
3. In parking area marked with white lines.
4. In automobiles parked in white lined areas.

Smoking is not allowed in locker rooms and rest rooms. No smoking on the porch of the gymnasium, except on nights for regularly scheduled ball games.

### **Dress For Women**

1. Students are expected to dress properly for all oc-

casions. Elaborate and expensive clothing is not necessary. Students are, however, expected to appear neatly dressed and well groomed at all times and especially off campus.

2. Proper dress for girls going to church consists of heels, appropriate dress or suit, hat, bag, and gloves.

3. Bermuda shorts, coulottes, long pants, may be worn on back campus, in the physical education classes, to breakfast on Sunday mornings, when bicycling, and in canteen when not dating.

4. Neither swimsuits nor brief shorts and halters are used for tennis playing.

5. For picnics, outings and skating, women may wear slacks or bermuda shorts with consent of the Dean of Women for each occasion.

6. Men visitors, whether students or non-students, must be properly dressed when calling for their dates. Preferable dress includes coat and tie. Bermuda shorts and shirts worn loose will not be permitted. Women students will not date men nor ride in cars with men who are not properly dressed.

7. Women students wear hair curlers in their dormitories, when taking sunbaths, and when in the launderette.

8. Rain coats must be worn to and from sunbathing area on back campus.

9. Women students may wear flats when dating during week. On Sunday and other special occasions, they wear heels.

10. All students eating Sunday lunch in dining hall wear Sunday dress.

11. Raincoats are never worn over shorts to meals in dining hall.

12. Women students who dress in West for gym will **not** use front foyer, but go around buildings on back campus. If it is too cold to go outside, it will be necessary to dress in the locker room provided in the gym building.

13. Women students dating on Sundays will wear Sunday dress and heels.

14. Sunday evening church wear is still dress and heels, but no hat necessary.

15. Concerts, recitals, and special programs require dressy dress and heels.

## **Dress For Men**

1. Students are expected to dress properly for all occasions. Elaborate and expensive clothing is not necessary. Students are, however, expected to appear neatly dressed and well groomed at all times. (Being well groomed means clean shaven and hair trimmed.)

2. Men are expected to wear coats and ties on Sunday while in the dining hall and on dates, and for special occasions.

3. A minimum of four (4) penalties will be given for a man's not wearing socks on Anderson College Campus, unless he can present at the time, a written excuse from a doctor or the college nurse showing that for physical or medical reasons he should not wear socks.

5. Men students will be permitted to remove coats while outside in swings on Sunday afternoon.

## **Off-Limits**

1. Any unchaperoned party is off limits for Anderson College students. Chaperones must be approved by the Dean of Women, or Dean of Men.

2. No student shall go to a drive-in restaurant or any other establishment where alcoholic beverages are sold or served.

3. The TV station behind the college is off limits for students, except for occasions which are authorized. This is a place of business and the property has been leased for this purpose.

4. If a student questions whether or not a place or occasion is off limits, he or she should ask the Dean of Women or the Dean of Men.

5. No men students shall be permitted behind women's dormitories after dark.

6. Walking on the Boulevard is permitted but no sitting on steps leading to residences along the way, nor sitting on the curb. This includes the top of walls to the college campus.

## **Sunbathing**

A protected area behind the Administration Building has been provided for sunbathing for women students. There will be no sunbathing on Sunday until after lunch.

Raincoats must be worn to and from the sunbathing area.

### **College Visitors**

1. Special parking areas are designated with yellow lines for visitors.
2. Visitors may be entertained in the college dining room at the following rates: 50 cents for breakfast, 75 cents for lunch, \$1.00 for dinner, and \$1.00 for Sunday dinner and special occasions.
3. The dietitian should be notified in advance when guests are expected for a meal.
4. Women guests may be entertained in the women's dormitories overnight on Saturday. Permission must be obtained from the Dormitory Hostess in advance, and the guest must be registered before arrival in the Dean of Women's offices. Guests are subject to all college regulations.
5. There are no accommodations available in the dormitories for parents.

### **Telephone Regulations**

1. All incoming calls are handled through the Switchboard, and the pay telephone.
2. Long distance calls will be made from pay telephones in the halls even though they are collect calls.
3. Office telephones are business telephones. Students are requested not to use them for personal calls.
4. No telephone calls may be made or received between 10:30 p.m. and 8:00 a.m. during the week. No calls shall be made or received on Sunday morning until 8:30 a.m.
5. No telephoning is permitted during study hall. Emergency calls will be accepted by the Dormitory Hostess.
6. Day students may use the telephone in East Colonnade.
7. Students will limit their calls to five minutes when using the college exchange telephone, to fifteen minutes on the pay telephone.
8. There will be no telephoning from East Dormitory to West Dormitory.
9. Students from Men's Dormitory are permitted to call the Women's Dormitories during the hours the women students may receive calls except from 9:30-10:30 p.m.
10. Women students may not call the Men's Dormitory.



11. Emergency calls for men students between the hours of 10:30 p.m. and 8:00 a.m. are received through the pay telephone at the Men's Dormitories. The Switchboard in the Administration Building is closed during these hours.

12. Women students may receive emergency messages through the hostesses during these hours—10:30 p.m.-8:00 a.m. But no calls are received by the Women students themselves during this time.

13. Women boarding students are not to use the telephone in East Colonnade. This telephone is for use of day students and men students.

### **Use of Automobiles**

1. Men students—First semester freshmen boarding students are not allowed to keep automobiles on or off campus. Sophomores maintaining a "C" average and second semester freshmen with a "C" average will be permitted to keep automobiles on campus. Grades will be evaluated at mid-semester and at the end of the semester. Any time a student's grade drops below "C", his privilege of keeping an automobile will be taken away. All credit courses will be involved in the "C" average.

2. Women students—Women students are not allowed to keep automobiles on the campus or in the city.

3. Women dormitory students may ride within a 20-mile radius of the city limits of Anderson with general permission from parents. Checking out of dormitory must be followed according to the sign out procedure.

4. Women students are not permitted to sit in automobiles after returning to campus, nor stand around talking to men in parked automobiles on the campus.

5. Women students are not to ride in taxis without permission, except to and from the bus station.

### **Parking Regulations**

1. All automobiles using the parking area on campus regularly must have two campus stickers, one on the front bumper and one on the back, in full view. Cost of the stickers is 25 cents per automobile.

2. Parking on campus is to be in the three parking zones. Penalties will be imposed for parking anywhere else on campus.

a. The lot adjacent to the gymnasium.

b. White lined area in front of the library and on main campus street.

c. All parking spaces marked with yellow lines are reserved for faculty, staff and visitors.

d. No one is to park on the grass or any other area of the campus not specifically denoted as a parking area.

3. There will be no unauthorized automobiles on campus.

4. The speed limit of 20 miles per hour should be strictly adhered to. There will be no reckless driving or any excessive speed on campus.

5. Everyone will be expected to observe the rules governing the direction of traffic.

6. If a car is borrowed and a violation of any description occurs, the driver and the owner of the car will be charged with the offense.

7. It is the duty of all students to know the campus traffic and parking regulations. Ignorance is no excuse for protest. All new regulations enacted during the semester will be announced in chapel, published in the school newspaper and placed on bulletin boards.

8. Penalties for violation:

First ticket — excused

Second ticket — \$2.00 fine

Third ticket — \$5.00 fine

Fourth ticket — \$5.00 fine

Fifth ticket — suspension of campus license for remainder of year.

## GENERAL DORMITORY REGULATIONS

All out-of-town Anderson College students are required to live in the dormitories. This means that students from out-of-town, men or women, are not permitted to live in the city of Anderson and attend Anderson College.

### Keys

1. Room keys are furnished each student. The college is not responsible for any missing articles. One dollar deposit is made for a room key, to be refunded at the end of the year on return of the key.

2. Post office keys are furnished, using the same system.

## **Damage**

1. Students are responsible for any damage done to their rooms or the furnishings of their room. The college will charge the damage to the student responsible.

2. There will be absolutely no writing on walls or furnishings. Marring of buildings or furnishings in any manner will be paid for by the guilty person. No nails or thumbtacks shall be used in the walls. No scotch tape is to be used on walls or woodwork. Use masking tape only, which is available at the bookstore.

3. Every piece of furniture and other property of the college is inventoried and is charged to the student, according to the room assignment. No furniture may be, added to or removed from the room under any circumstances without permission.

## **Noise**

1. Reasonable quiet shall maintained at all times.

2. The special regulations for quiet during study hall periods must be observed.

3. Students must not run through the halls.

4. Loud playing of radios, record players, or musical instruments at any time is not permitted.

5. Fireworks are not permitted.

## **Electrical Equipment**

1. The following electrical equipment is permitted in the dormitory rooms: lamps, hair dryers, electric blankets, fans, sewing machine, and one radio and one record player per room.

2. No irons, hot plates or sun lamps are permitted. Students will not bring these items with them to college.

3. Corn poppers may be used in the kitchens, where they will be stored when not in use.

4. There will be no cooking of any kind in the dormitory rooms.

5. Use of electrical appliances in the rooms is subject to the approval of the College.

6. The above regulations are necessary to maintain safety.

## **Miscellaneous**

1. Students are not permitted to store food in their

rooms. It is permissible to keep "Care" packages from home, however, in appropriate containers, such as cookie jars.

2. There will be no pets allowed in the dormitories. This includes animals which may be classified as laboratory experiments, gold fish, parakeets, etc.

3. No salesmen, agents or peddlers, or vendors are permitted in the dormitories.

4. The blinds or shades in dormitory rooms must be closed when lights are on.

5. Loitering in the offices of the student publications is not allowed.

6. Because of the grave danger of physical injury, the practice of throwing students in bathtubs is prohibited at Anderson College.

7. If a resident student marries while the college is in session, that student withdraws from the dormitory.

### **Laundry Regulations**

1. Women living in East and West Dormitories and staff members will use the laundrette back of the kitchen.

2. Women students are expected to be dressed appropriately when going to and from the laundrette.

3. Men will use the laundry in the basement of the men's dormitory.

4. Students should bring laundry bags to be used to carry clothes from their rooms to the laundrette.

5. Charges for laundry will be 10 cents per washer load and 10 cents per dryer load.

6. Hours for use of both laundries will be announced at the beginning of school.

7. Linen service is available to all students at a fee of \$9.00 per semester. Weekly hours for linen service will be posted at the beginning of the school year.

## **WOMEN RESIDENT STUDENTS**

### **General Permissions**

A general permission blank will be mailed to parents before college begins. Permissions granted beyond those specified will be considered special and must be requested in a letter mailed to the Dean of Women.

## **Weekend Privileges**

1. Freshmen may spend five week-ends away from the college during each semester, in addition to holidays.

2. Sophomores may spend six week-ends away from the college during each semester.

3. The weekend begins when the student's last class is over on Saturday morning and ends at 10:30 p.m. on Sunday.

4. No extra weekends will be allowed, unless there are extreme emergencies such as a death in the family. All plans for leaving campus must be kept within the allowable number of weekends, except for college business approved by the Academic Dean.

5. The first two weekends of college are closed. Students may not be away for a weekend until September 21.

6. The week-end of May Day will be closed until after the program.

## **Day Visits**

1. A day visit is designed for Saturday or Sunday when a student may be off campus. If Saturday and Sunday are taken in the same week, it is considered a week-end.

2. Sophomores are entitled to five day visits a semester. Freshmen are entitled to four a semester.

3. A day visit on Saturday begins after classes. On Sunday a day visit does not begin until 8:30 a.m. In both instances the visit ends at the sign in hour for that particular day.

## **Nights Out**

1. Saturday and Sunday nights are free nights out.

2. Freshmen are not allowed date nights Monday through Friday during the first semester. They may go to prayer meeting on Wednesday night or to choir practice one other night, but not with a date. It is expected that students go directly to prayer meeting and return directly.

3. Second-semester freshmen and sophomores who have a "C" average or better may have one date night Monday through Friday.

4. A college sponsored event held on campus does not count as a "night-out," provided students go directly to the

event and return directly afterward to the dormitory. Dating is permitted for these occasions and under these circumstances.

### **Afternoons Out**

1. Dormitory students may spend two afternoons per week away from the campus between the hours of 1 p.m. and 5:30 p.m.
2. Women may not leave the campus alone.
3. Women leaving the campus with a group must return with the same group. Women students signing out with a group are not allowed to leave the group and return alone or with a date.
4. Women may walk between Calhoun and Greenville Streets. It is not necessary to sign out under these circumstances and this does not count as an afternoon out.
5. Walking on Kingsley Road is not allowed.
6. Groups of three women are required after 6:00 p.m. when leaving the campus.

### **Dating**

1. Dating is permissible on nights out, afternoons out (provided women sign out) and on Saturday and Sundays. There will be no dating without signing out. Dating on the campus, in Colonnades, and in Student Center requires a sign out.
2. There will be no dating on back campus.
3. There will be double dating only for freshmen women until November 15. The other person must be a woman boarding student.
4. Sophomores will be given extended time until 11:30 on Saturday nights for dating after November 15.
5. When leaving the college with a date or returning from a date, women students will use the front door of the main building.
6. At the sound of the warning bell five minutes before sign in time, all dates must leave promptly. Women students are expected to sign in and be in their rooms at the last bell.
7. No sitting in cars after returning. No stopping on porch. Women students must come at once into building.
8. The maximum time for any scheduled date is five hours, unless special permission is secured.

9. Women may sign out for date from 6:30 to 8:00 p.m.
10. Special permission must be secured from the Dean of Women well ahead of the time for which it is to be used. Any permission to stay out of the dormitory after the set time for return requires special permission.
11. The free period on Monday through Friday between 5:50-6:50 p.m. will not be considered dating.
12. Male students dating Anderson College students will follow and obey all rules regarding dating privileges.
13. Prolonged socializing by a couple is considered dating and requires a sign out whether the dating is in the colonnade, on the campus, or off the campus.

### **Sign Out Procedure**

1. There will be no dating without signing out.
2. When leaving and returning to campus, women must sign out and in the dormitory office. Individual cards are provided for this purpose.
3. Students are not permitted, under any circumstances to sign out or in for another student.
4. The sign time must be exact and correct.
5. Each time a student leaves the campus, even for a short time, she must sign out and in. Exception: walking between Calhoun and Greenville Streets.
6. The sign out card is initialed by the Dormitory Hostess when a student leaves the campus at night, for any special permission, when she goes home, and when she leaves the city of Anderson. It is not necessary for the card to be initialed when a student goes to town for an afternoon or to church Sunday morning. All other occasions require the initials of the Dormitory Hostess.
7. On week days, the sign out time for afternoons begin after lunch, and the student must sign in by 5:30 p.m. Evening sign-out time begins at 6:30 and the student must return by 10:30 p.m. On Wednesday night, students must sign in not later than 9:30 p.m. on returning from prayer meeting.
8. Students going to the library or the music department to practice at night must sign out on slips obtained from the Dormitory Hostess for this purpose.
9. If a woman is to be later signing in than the designated time, she is to phone the Dormitory Hostess. She is not exempt from penalties unless the lateness is judged un-

avoidable.

10. Women do not sign out alone unless they have an escort.

11. Women students may use their night out to watch TV in the dormitory parlors. Women sign out for this.

### **Study Period Regulations**

1. Study periods will be held each week night Monday through Friday from 7 p.m. until 9:30 p.m.

2. Rooms will be checked by proctors at 7:05 p.m.

3. There will be absolute quiet during study hall. No radios nor record players may be operated. Typing will be done in a special room for night typing. No unnecessary running of water will be allowed.

4. Permission to study with another must be obtained from the Dormitory Hostess.

5. A quiet hour of open study period is held from 9:30 to 10:30 p.m. Radios may be played softly and typing may be done at this time. Water may be run. Women students are not permitted to leave their rooms after final room check at 10:35. A check for lights out will be made at 12 p.m.

6. The phone is not to be used during study period.

7. There will be no visiting between the dormitories after 7:00 p.m. on week nights unless the student is dressed and has the permission of the Hostess.

8. "Do Not Disturb" signs are not to be broken except by the Dormitory Hostess and a member of Women's Council.

### **Inspection of Rooms**

1. Rooms must be neat and clean and trash emptied daily. Bottles must be placed in racks.

2. Rooms will be checked Monday through Friday at 10 a.m. by the Dormitory Hostess.

### **Kitchenettes**

1. The kitchens in both East and West Dormitories are for the use of women students during their free time. These kitchens are open from 7:00 a.m. until study hour, 7:00 p.m. They are also available during the study period break from 9:30-10:30 p.m. Monday through Friday, as well as Saturday and Sunday evenings.

2. When the area adjoining the kitchen in East Dormi-



tory is to be used, always check the bulletin board for other meetings being held in this center. The kitchen may be used although other meetings are being held, provided quiet is maintained.

3. The other regulations pertaining to the use of the kitchens are posted in each dormitory. Student will be held responsible for their observance.

## **MEN RESIDENT STUDENTS**

### **Room Assignments and Changes**

Room assignments will be made by the Dean of Men. Changes will be made only after approval of the Dean of Men and payment of \$2.00 fee.

### **Lounges**

Attractive, comfortable lounges are popular gathering places in the Dormitory. To keep them in the best condition, it is necessary for all to cooperate in using them with care and consideration. Women are not allowed in the Men's Dormitory. The only exceptions are when a young lady comes accompanied by an adult member of her family.

### **Student Guest Arrangements**

A resident who wishes to have an overnight student guest should:

1. Notify the Dean of Men for housing clearance.
2. A guest may stay only in an unrented bed. Linens are to be provided by the host, who will accept responsibility for his guest on the campus. All guests must comply with all college practices.

### **Drinking: Don't**

College regulations forbid any student coming on the campus with alcohol in him or on him. No student is allowed to enter the Dormitory under the influence of alcoholic beverages, or to keep such in the Dormitory or other housing facilities of the college. Persons violating these regulations will be subject to severe discipline.

### **Gambling: Don't**

No gambling of any form is permitted in the dormitory or on the campus.

## **Language**

Profanity and vulgar language are not permitted at Anderson College. Obscene language is seldom funny and never in good taste. Your language is a reflection of your character and certainly affects others' opinion of you.

Anderson College is a Christian school and will expect and require its students to conduct themselves as Christian gentlemen. Students not cooperating in this regard may be asked to withdraw from the college.

## **Firearms and Fireworks**

No firearms or fireworks are allowed in the Dormitory at any time. Any student ignoring this regulation will be reported to the Faculty Discipline Committee.

## **Quiet Hour**

Reasonable quiet shall be maintained at all times. Loud playing of radios, record players, or musical instruments is not permitted.

## **Rough-house**

Bottle throwing, water throwing and other rough-house practices will not be tolerated.

## **Smoking**

Smoking will be permitted in the men's dormitory and other designated areas listed under smoking regulations. Those who smoke should exercise care to prevent burns on floors and furnishings. Smoking in bed and in other careless ways is prohibited.

## **Hazing**

Hazing is not permitted. Mental cruelty and humiliation of one student by another or others is considered hazing, as is physical punishment of one student by another, and will be handled by the Faculty Committee.

## **Church Attendance**

Men students remaining in Anderson over the week-end are expected to attend church on Sunday.

## **Weekends**

Weekends are free for men students. Nevertheless, a resident who will be away over the weekend should notify the Dean of Men as to his whereabouts, in the event of emergency.

## **Room Inspection**

Rooms must be neat and clean. Rooms will be checked each Saturday at 11:00 a.m.

## **FOR DAY STUDENTS**

1. Out-of-town day students are not permitted to live in the city of Anderson and attend Anderson College.

2. Day students are subject to the regulations of the college and are required to conform to Student Government rules and regulations.

3. Special attention is called to the rules on smoking and the regulation regarding proper clothing.

4. Men students are never allowed on women's dormitory halls except to assist with luggage at the beginning and end of school.

5. Women's dormitory parlors are not open to men students, and men's dormitory parlors are not open to women students.

6. Day students are not permitted to spend the night in the dormitories.

7. An attractive lounge has been provided for the comfort and enjoyment of non-resident women students in the Student Center.

8. The men's smoking lounge is located on the ground floor of the Student Center. Men students are not to smoke except in designated places.

9. Non-resident women students will be given the privilege of visiting women's dormitories between the hours of 4 and 7 p.m. after permission has been obtained from the Dormitory Hostess.

Non-resident men may visit the men's dormitory during these hours after permission from the Dean of Men.

10. Day students who do not fit into the spirit of Anderson College, either on the campus or off the campus, may

be asked to withdraw from the college.

11. Day students wishing to take the noon or evening meal in the college dining room, may do so with the approval of the administration.

12. Students not taking their meals in the dining room are not permitted to visit in the dining room during meal hours.

13. Women day students are not allowed to sit in parked automobiles on campus.

### **Married Students**

1. Married students (this is interpreted by the college to be anyone who has ever been married), men and women, will attend the college only as non-resident students.

2. If a resident student marries while the college is in session, he or she withdraws from the dormitory.

3. The administration is opposed to marriages which are kept secret.

4. If a student marries secretly, he or she may be asked to withdraw.

5. No married woman student shall enroll at the beginning of the semester when she knows she is pregnant.

6. If a married woman student learns during the semester that she is pregnant, she is to inform the Dean of Women immediately of this fact. In general, it is the policy to allow such students to complete the work of the current semester.

7. Failure to comply with above regulations will subject the student to automatic suspension.

## NOTES

# Denmark

## NOTES

Ann Culler  
106 Colonial Dr.  
Kingstree, S.C. 29556

Elaine Guilam  
1436 Due Road  
Orangeburg, S.C. 29115  
(has not received  
application)



